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MEMORANDUM FOR: Deputy Director for Operations
Director, National Foreign Assessment Center
Deputy Director for Science and Technology

FROM: Max Hugel
Deputy Director for Administration

SUBJECT: Cable Printing Costs

1. This memorandum informs you about my policy guidance to the Director of Communications on the reduction of cable printing costs.

2. In recent discussions about the current procedures for reproducing copies of cables, I expressed my concern about both the dollar costs involved and the proliferation of paper. The paper costs associated with reproducing copies of multi-page cables are astonishing and the overtime currently required to process the cable traffic is equally so.

3. It is apparent that the Automated Printing and Reproduction System (APARS) will provide some relief to the cable reproduction cost problem. The use of overtime will be significantly reduced with APARS. Also, the paper proliferation throughout the Agency can be diminished if cable traffic is printed on one sheet of paper using the eight lines per inch print format as a substitute for the current six lines per inch. Accordingly, I have directed the Office of Communications to begin printing all Agency and non-Agency cables using the eight lines per inch format effective with the installation of the main APARS equipment.

/s/ Max Hugel

Max Hugel

cc: DDA Offices and Staffs

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